PHILIP MORRIS COMPANIES INC. INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, N.Y. 10017

TO: RECORDS COORDINATORS AND INFORMATION SYSTEMS DEPTS.: PHILIP MORRIS COMPANIES INC., PHILIP MORRIS INCORPORATED, PHILIP MORRIS INTERNATIONAL and PHILIP MORRIS MANAGEMENT CORPORATION

DATE: July 28, 1994

FROM: Charles R. Wall

RE: Modification of May 4, 1994 Document Disposal Suspension Notice Requiring Retention of Electronic Mail and Other Electronic Records in Their Original Electronic Media

On May 4, 1994, the attached document disposal suspension notice ("suspension notice") was issued as a result of a court order in pending litigation. The suspension notice required, among other things, that electronic mail and other electronic media be retained in their original electronic form for the categories of records described in the suspension notice.

The court order requiring the retention of electronic media has been modified by limiting the obligation to retain electronic records subject to the suspension notice to those written or generated on or before March 29, 1994. Effective on receipt of this memorandum, the procedure specified in the suspension notice for retaining electronic mail and other electronic records in their original electronic form may be discontinued prospectively for those electronic records capable of being printed. From receipt of this memorandum onward, electronic mail and other electronic records, if any, should now be retained, by printing and retaining a paper copy only, in accordance with the usual retention practice for electronic records subject to each Records Management Manual's Appendix entitled *Topics Subject to Disposal Suspension*. However, electronic records subject to disposal suspension that are incapable of being printed must continue to be maintained in electronic form.

Except as modified in this memorandum, prior document suspension notices and the Appendix entitled *Topics Subject to Disposal Suspension* in each Records Management Manual remain in effect without change.

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Source: https://www.industrydocuments.ucsf.edu/docs/rrmk0001

As always, please distribute this memorandum throughout the Departments for which you are responsible. If there is any question about whether a record is subject to this memorandum or other suspension notices, the record should be retained pending review by the Legal Department. Questions about this memorandum should be addressed to Clare Purcell (Richmond x3656) or John Mulderig (New York x3056) in the Legal Department.

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attachment



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